

TEXAS STATE SOIL AND WATER CONSERVATION BOARD

JOB POSTING

Opening Date: August 1, 2023

Closing Date: Open Until Filled

Position Title: Natural Resources Specialist III

Group/Class: B19/2684

Starting Salary: \$48,244.00

Work Location: Temple, TX

Travel: As needed

Reports to: Nonpoint Source Program Administrator

GENERAL DESCRIPTION

Performs highly complex natural resource planning and project management. Responsibilities involve contributing to development of local, regional and/or state level plans or programs related to natural resource conservation with an emphasis on nonpoint source pollution abatement, water quality project management and implementation. Develops and carries out operational procedures for implementing programs and establishes methods for measuring progress related to their implementation. Statewide and overnight travel is required. Participates in health and safety training.

EXAMPLES OF WORK PERFORMED

Collects, organizes, and analyzes data required in the development, implementation and evaluation of plans or programs to implement resource conservation and nonpoint source pollution abatement measures.

Participates in planning conferences, workgroups and task forces as assigned.

Reviews and evaluates planning material related to resource conservation and nonpoint source pollution abatement.

Consults and communicates with other departments, agencies, soil and water conservation districts and other groups in furthering interest and/or action regarding

plans and programs related to resource conservation and nonpoint source pollution abatement.

Assists with agency involvement in total maximum daily loads and quality assurance.

Conducts field evaluations of resource conservation and nonpoint source pollution abatement projects or programs.

Assists in developing procedures for implementing resource conservation and nonpoint source pollution abatement plans or programs.

Provides administrative assistance to the nonpoint source management program.

Prepares and presents presentations on the nonpoint source management plan program.

Tracks deliverables, maintains files, developing form letters, and generates reports.

Performs other duties as assigned.

EXPERIENCE AND EDUCATION

Experience in planning and compiling and analyzing data and information. Graduation from an accredited four-year college or university with major course work in agriculture, watershed management, environmental science, natural resource conservation, water resources or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of conservation planning; government organization and administration; formulation, coordination, and implementation methodologies; and the agency's mission and interrelation with other departments. Ability to evaluate planning material prepared by consultants and other departments. Skills in the use of electronic data and word-processing equipment and software such as Microsoft Windows and Microsoft Office. Proficiency in Microsoft Word, Access, Excel, PowerPoint and Adobe Acrobat Pro are required.

Ability to communicate with others in order to provide information, advice, and guidance to technical and program officials and provide/obtain information from agency employees, state and local planning commissions, and other organizations on a variety of controversial or complex issues. Good written and oral skills are required. Knowledge of the Clean Water Act, Texas Total Maximum Daily Load Program, quality assurance procedures, and the Natural Resources Conservation Service (NRCS) Field Office Technical Guide is preferred.

Incumbent must be able to accomplish light lifting (15-44 lbs.) safely and participate in sustained moderate physical activities with full range of motion. Must have the ability to work effectively in office and outdoor environments. Must be able to safely and legally operate a motor vehicle.

APPLICATION PROCESS

A completed, signed State of Texas application for Employment is required for this position. Mail an original application to the address below. Resumes may be submitted but will not be accepted in lieu of the application. A State of Texas application for Employment may also be completed on the WorkInTexas website at <http://www.workintexas.com>.

For additional information, visit our website at <http://www.tsswcb.texas.gov> or contact:

Human Resource Department
Texas State Soil and Water Conservation Board
1497 Country View Lane
Temple, TX 76504-8806

Veteran's Preference

Veterans or members of the Reserve or National Guard with an MOS or additional duties that fall in the fields of 8831, 9S100 or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications. Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_NaturalResources.pdf

Selection Information

At the time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. All males who are age 18 through 25 and are required to register with the Selective Service may be asked to present proof of registration or exemption from registration upon hire.

TSSWCB participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

The Texas State Soil and Water Conservation Board is an equal opportunity employer and does not discriminate against job applicants or employees on the basis of race, color, national origin, sex, religion, age, or disability. In compliance with the Americans with Disabilities Act (ADA), if you require reasonable accommodation in the interview and selection process, please call the agency's ADA Coordinator at (254)773-2250x227.